



UNIVERSITY OF MANITOBA POLICY

Policy:	Multi-Sectioned Courses
Effective Date:	January 1, 2008
Revised Date:	Last revised, April 5, 1995
Review Date:	January 1, 2018
Approving Body:	Senate
Authority:	<i>University of Manitoba Act Section #24(1)g</i>
Responsible Executive Officer:	Vice-President (Academic) and Provost
Delegate: (If applicable)	
Contact:	Vice-President (Academic) and Provost
Application:	Students; Faculty/School Councils

Part I Reason for Policy

The purpose of this policy is to describe how multi-sectioned courses will be offered and treated as equal courses.

Part II Policy Content

2.1 Preamble

It is recognized that all multi-sectioned courses are not necessarily identical in every aspect, nor should they be. There are always differences in teaching style and approaches to subject matter. Care should be taken, however, by Deans, Directors, Department Heads and Instructors to ensure that students do not receive significantly different treatment.

2.2 Policy

2.2.1 For those courses offered in multi-sections involving more than one instructor, Deans/Directors/Department Heads, as appropriate, shall ensure equitable treatment of all students by means including a review of course outlines with particular attention to comparability of reading lists, assignments, the timing and frequency of term tests, evaluation procedures and the weighting of components contributing to the final grade.

Where there are significant departures, albeit for legitimate reasons, in such features as textbooks, reading lists or evaluations, students should be provided with this information in time to make an informed choice about courses and/or sections.

2.2.2. Provisions shall be made, pursuant to the requirement for the review and approval of final grades prior to submission to the Registrar (Policy: Examination Regulations, Section 2.31), for a post-examination review of final grades in multi-sectioned courses that will ensure an equitable correspondence between grades and level of performance in all sections.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Vice-President (Academic) and Provost is responsible for the implementation, administration and review of this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Approving Body may approve Procedures, if applicable, which are secondary to and comply with this Policy.
- 4.2 Administration may approve Procedures which are secondary to and comply with this Policy.

Part V Review

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is January 1, 2018.
- 5.2 In the interim, this Policy may be revised or rescinded if:

- (a) the Approving Body deems unnecessary; or
 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3 If this Policy is revised or rescinded all Secondary Documents, if applicable, shall be reviewed as soon as possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Policies, Procedures, and resolutions on the subject matter contained herein;
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
 - (c) Policy: Multi-Sectioned Courses (April 5, 1995).

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Policy: Examination Regulations